

# NOTATION GUIDE

# = These positions may require typing skill. Be sure to include typing speed (words per minute) in the appropriate block of your application.

\* = These positions may or may not represent an opportunity for employment. Applications will not be evaluated until position descriptions/manpower

authorizations are approved and a request for applications is received from the servicing Civilian Personnel Office (CPO).

\*\* = Applications can be accepted for nationwide consideration; however, some positions are currently authorized at specific locations only. The

locations listed represent the best opportunity for employment.

+ = Applications will be accepted from non-preference eligibles, but will not be considered if veteran preference candidates are available.

The Special Examining Unit does not maintain registers for all position titles/grade levels. However, vacancies occurring with a different position title or at a lower/higher grade level may be filled from appropriate existing registers. Due to daily changes, a list of specific vacancies is not maintained.

Applications received by the 25th of each month will be processed for issuing certificates the following month. If the 25th is a non-workday, applications received through the next workday after the 25th will be processed for cut-off date. In order to meet 25th of the month cut-off, applications may be sent via facsimile machine. **If FAXED, do not mail original. FAX numbers: Commercial (478) 327-0112, DSN 497-0112.** Do not submit applications (or changes to application) via e-mail to this office. They must be mailed, FAXED, or hand-delivered.

No written tests are required. All ratings will be based upon evaluation of experience, education, and training as shown in your application and other required forms. **DO NOT ATTACH** the following documents: official position descriptions, performance evaluations, letters of recommendation, etc. These have no bearing whatsoever upon the evaluation process.